

STANDARDS FOR SUCCESS



GUIDELINES

Updated: 07-30-07



DRESS FOR SUCCESS



Dear D&B Tile Employee,

Since D&B Tile Distributors was established in 1972, the company philosophy has always been “Service & Quality”. We can only achieve this philosophy with the help of our employees. As a company we strive to keep our professional reputation with our customers, and it is part of your role as an employee to keep that professionalism continuing everyday. You can do this easily by making good judgments in presenting yourself as a professional.

We recognize that dress is a matter of personal taste and standards are diverse throughout the area. However, D&B management requests that employees wear clothing that is appropriate for their position in the company, neat, and that fit properly. Even though through out the years our company has grown, we still strive to keep the unity of our look to enhance your quality of customer service.

As you read this handbook, I hope that it will renew your commitment to our philosophy and professionalism of our company. This was made for further detailed explanation of personal appearance and dress code located in our “Employment Policies for D&B Tile Distributors” on page 8 and 9. As always you’re the key to keeping a welcoming and friendly environment for our customers.

Sincerely,

Dave Yarborough
President
D&B Tile Distributors

DRESS FOR SUCCESS

TABLE OF CONTENTS

Accessories----- Pg 3

Body Alteration or Modification----- Pg 3

Fabrics and Patterns----- Pg 4

Personal Hygiene----- Pg 4

Headwear----- Pg 5

Warehouse Dress Code----- Pg 5

Female Employees----- Pg 6-10

Male Employees----- Pg 11-16

Locations for Professional Attire----- Pg 16

Examples of What Not to Wear----- Pg 17

Smoking Policy----- Pg 18

Notes----- Pg 19

All guidelines pertain to all employees that come in face-to-face contact with customers on a daily basis.

ACCESSORIES

Use of appropriate accessories can dramatically alter your image. However, remember that less is more.

BODY ALTERATION OR MODIFICATION

of Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms, or similarly detracts from a professional image.



○ Examples include, but not limited to:

- Visible tattoos, brands, body piercing (other than traditional ear piercing for women, see Female jewelry for more information), tongue piercing or splitting, tooth filing, earlobe expansion, and acquiring visible, disfiguring skin implants. Also eye and pupil change with the use of design contacts (ex. Snake, cat eyes, spirals, not traditional colors)
- Methods to conceal an unacceptable piercing or tattoo, such as using a bandage are not in the best of taste. For tattoos, it is best to be completely concealed by clothing and not be visible. Use best discretion on hiding your tattoos so that they are not blatantly showing. Spacers in any visible body piercing while working are not considered professional.

FABRICS AND PATTERNS

- They should be traditionally acceptable for business, such as tweed, wool, cotton, polyester, linen, silk, rayon or blends of these fibers.
- Unprofessional types of fabrics include spandex, gauze, metallic fabrics, sheer fabrics, cling knits, denim that is worn, torn or faded and chambray.
- Patterns that are large graphics, non-company logos, and styles or patterns that suggest extremely casual sportswear are not permitted.

PERSONAL HYGIENE

- Due to close contact with customers and other employees, the use of an anti-perspirant or deodorant is required. This also includes showering regularly. For the same reasons, the use of strong, heavy scents and fragrances is not permitted. If you choose to wear a scent or fragrance product, please think of others and select a light, mild scent.
- From returning from the bathroom all employees must wash and dry their hands properly to keep sanitary.
- When returning to work from a smoking break it is best to freshen up your breath by using breath mints or brushing your teeth. Using chewing gum is not permitted.

DRESS FOR SUCCESS

HEADWEAR

- Baseball caps with no logos, vendor logo, or the D&B Tile logo maybe worn in the warehouse. Hats are not permitted in the showroom.



- The hat can be a primary color such as blue, black, red, and green.
- Please no Neon or bright hats unless wore for safety.
- No Hats that obstruct your view or the customers' view of your face.



WAREHOUSE DRESS CODE

- Footwear that is NOT allowed for safety purposes are sneakers, sandals, soft-top shoes (i.e. hushpuppies or boat shoes), platform-type shoes, elevated sole or heel sole, and shoes with holes cut into the fabric.
- Steel toe work shoes or boots are not required, but are recommended.
- After 6 months of employment, a uniform allowance may be given once per year (at the discretion of the location manager). Each warehouse employee may be eligible to purchase 6 sets of shirts and pants and turn in the receipt for a refund, OR, employees may use D&B's uniform rental service to acquire theirs. However, any employee who acquires their uniforms from this rental service must return all uniforms to D&B upon termination of their employment for any reason or reimburse D&B for the actual cost of said uniforms.

FEMALE EMPLOYEES

FEMALE OUTFITS

- There will be No “Dress Down Days” at D & B Tile, dress professionally and safely every day while working.
- Nametags must be worn at all times, if you do not have one please speak with your manager.
- No tank tops, or any other types of sleeveless tops or revealing low-cut tops (ex. V-neckline blouses.)
- Length of skirts or shorts must be no higher than the knee height. They must be professional style and must follow all other guidelines.
- Capris are allowed if kept professional and are not cargo or have wild prints on them (ex. Animal or army).
- You are allowed to wear professional pants or denim jeans but they must be blue or black, not faded, ripped, or stained/ painted. They must also fit properly and cannot be baggy, extremely tight, and must be worn at the waist with a belt. They also cannot have large prints, logos or glitter on them.
 - Belts must be either fabric or leather in natural shades, they cannot be bright flashy colors include but are not limited to: red, gold, silver, or neon.
 - For safety purposes, all pants must be hemmed properly so that they don't drag on the floor or get caught on your shoes.
 - Pants cannot be a style of Cargo or carpenter.



FEMALE HAIRSTYLE

- Should keep their hair neatly combed and arranged in a classic easy-to-maintain style. Extreme styles are not permitted.
 - Conservative braided hairstyles without beads or ornamentation are permitted.
 - Dreadlocks are allowed but must be maintained, tied back or hidden.
 - Shaving of the head or any portion of the head or eyebrows is not permitted.
 - Artificial hair is permitted if it looks natural and meets all other requirements.
- Hair coloring must be the natural looking, well maintained, and appropriate to your skin tone. Highlighting is allowed as long as it has a uniform look over the whole head and meets all other requirements.

FEMALE MAKEUP

- Makeup is allowed to be worn, if it is applied in a blended manner and in colors complementary to the skin tone.
 - If eyeliner and eye shadow are worn, it should look natural and match the tone of your skin. It should not extend beyond the natural eye area or the corners of the eye.
 - Mascara is allowed but must be applied light in the shades of brown or black.
 - Lip liner cannot be in contrast with the shade of the lipstick.

FEMALE FINGERNAILS

- They should be kept clean, and if polish is used it must be complementary to your skin tone. The following or anything similar are not allowed:
 - Dark, deep shades, extremely bold or bright colors such as coral, hot pink, true red, neon, multicolor, gold, or silver tones
 - Charms or decals on the fingernails are not professional and should not be worn
 - Fingernails should not be any longer than one-fourth of an inch beyond the fingertip.

FEMALE JEWELRY

- Rings, earrings, and classic business style wristwatch and necklaces are permitted.
 - Necklaces and bracelets are professional if there is one of each and not flashy with large charms hanging from them. Both should not have offensive, gang related, or drug related symbols or reference to them.
 - Synthetic Silicone rubber bracelets are allowed if they support a certain cause; ex: live strong, breast cancer, or US Troops. They cannot promote a product, represent drugs, or have an event on them. Check with manager if this is in question.
 - Earrings must be a simple, matched pair in gold, silver, or a color that is not flashy.
 - ◆ One earring in each ear on the bottom of the earlobe, and they may be clip-on or pierced.
 - ◆ Post earring and hoops may not exceed the size of a quarter. Examples of styles of earrings allowed and not allowed are bellow.

DRESS FOR SUCCESS

- Only one ring on each hand is permitted, with the exception of a wedding set. A ring may be worn on any finger except the thumbs.

Examples (Not limited to just these):



FEMALE UNDERGARMENTS

- Employees are required to wear appropriate undergarments at all times, which includes but not limited to a bra and undergarments. Patterned or colored undergarments that are visible when worn under light-colored outfits are not permitted.
- Undershirts should be only minimally visible at the neckline and should not extend past the sleeves. Must be a solid color white or black with no logos or designs.

FEMALE FOOTWEAR

- Dress shoes or boots in business taste are required. Any type of footwear with bright, patterns, multiple colors or large non-company logos on them is not allowed.
- Classic dress shoes are permitted but must be close toe but may have a sling back strap around the heel.
 - ◆ High heels are not allowed to be more than 3.5 inches high.
- Athletic shoes are permitted, but be in good taste and not torn.

DRESS FOR SUCCESS

- Croc style shoes are permitted, but must cover the toes, have a strap around the heel, and be in a solid color like, black, white, tan, brown and blue. They cannot have “Jibbitz” which are decorations for the holes on the shoe. They also cannot have multiple colors or designs on them.
 - Sandals and Western Boots are not permitted.
- When wearing a skirt or dress, its best, yet not required, to wear hosiery at all times and they maybe sheer or opaque in subdued shades.
- Here are examples of female shoes that are acceptable and unacceptable. If you are not sure check with your manager on this matter.



MALE EMPLOYEES

MALE OUTFITS

- There is No “Dress Down Days” at D & B Tile, dress professionally and safely every day while working.
- Nametags must be worn at all times, if you do not have one please speak with your manager.
- No tank tops, or any other kind of sleeveless shirts.
- You are allowed to wear professional pants or denim jeans but they must be blue or black, not faded, ripped, or stained/ painted. They must also fit properly and cannot be baggy, extremely tight, and must be worn at the waist with a belt. They also cannot have large prints, logos or glitter on them.
 - For safety purposes, all pants must be hemmed properly so that they don’t drag on the floor or get caught on your shoes.
 - Pants cannot be a style of Cargo or carpenter.
 - Belts must be either fabric or leather in natural shades, they cannot be bright flashy colors include but are not limited to: red, gold, silver, or neon.



MALE FACIAL HAIR

- For all Male employees mustaches are permitted, but must be neatly trimmed and not present a busy or unkempt appearance.

DRESS FOR SUCCESS

- Mustaches must not extend onto or over the upper lip and must extend to the corners of the mouth, but not beyond or below the corners.
- Other than mustaches, goatees, trimmed beards, employees are expected to be clean-shaven everyday. Extreme or long: beards, goatees, and mustache styles are, prohibited.
- Mustaches and beards must be fully grown before returning to work from vacation or other non-working periods. No exceptions.
- Coloring of facial hair is allowed but it must be a natural color that matches your skin tones and other facial hair.



MALE FINGERNAILS

- Clean, presentable fingernails are a must. They should not extend beyond the tip of the finger.
- Must not have any color from polish, paint, marker, or pen.
- Clear nail polish is acceptable

MALE HAIRSTYLING

- Hair must be neatly cut and tapered on the back and sides, forming a smooth symmetrical appearance so it does not extend beyond or cover any part of the ears or the shirt collar. The overall style must be neat, natural, balanced proportionally and must be cleaned and groomed properly

DRESS FOR SUCCESS

- Shaved head is permitted, as well as a very short military-style cut. Shaving of the eyebrows is not permitted.
- Conservative braided hairstyles for men without beads or ornamentations are permitted, provided that they are styled above the ears and cut above the collar and are neatly braided close to the scalp in straight rows. Dreadlocks are allowed but must be maintained, tied back or hidden.
- Tucking hair behind the ears, under a hat or pinning to conceal an unacceptable hairstyle will not be permitted.
- Extreme styles are not permitted.
- Hair products maybe used to create a soft, natural hairstyle within these guidelines.
- Artificial hair is permitted if it looks natural and meets all the above requirements.
- Extremes in dyeing, bleaching, or coloring hair is not permitted, If hair color is changed it must be a natural-looking, well maintained, and appropriate to your skin tone. Subtle highlighting or frosting is permitted as long as it creates a uniform look over the whole head and meets all of the previously listed guidelines.
- Sideburns should be neatly trimmed, straight and even in width and are permitted to extend to the bottom of the earlobe.
 - Sideburns should blend naturally from the length of hair on head. Flares or muttonchops are not permitted.



- Example of professional Hairstyles:

DRESS FOR SUCCESS

- Example of Non-professional Hairstyles, but if kept well maintained and if long, tied out of face will be allowed:



- If not kept maintain it will be asked to be cleaned up. If you are unsure about the hairstyle being with in guidelines, ask manager to make sure if the style is approved.

MALE FOOTWEAR

- Dress shoes or boots in business taste are required, and they must be kept in good repair. Any type of footwear with bright, patterns, multiple colors or large non-company logos on them is not allowed.
 - Classic dress shoes are permitted.
 - Athletic shoes are permitted, but be in good taste and not torn.
 - Croc style shoes are permitted, but must cover the toes, have a strap around the heel, and be in a solid color like, black, white, tan, brown and blue. They cannot have “Jibbitz” which are decorations for the holes on the shoe. They also cannot have multiple colors or designs on them. They are NOT allowed in the warehouse for safety purposes.
 - Sandals and Western Boots are not permitted.
- On the next page are examples of shoes allow to wear and not allow wear, if you are not sure check with your manager on this matter.

DRESS FOR SUCCESS



MALE UNDERGARMENTS

- Employees are required to wear appropriate undergarments at all times. Patterned or colored undergarments that are visible when worn under light-colored outfits are not permitted.
- Undershirts should be only minimally visible at the neckline and should not extend past the sleeves. Must be a solid color white or black with no logos or designs.
- All Undergarments should be hidden under your outer clothing at all times.

MALE JEWELRY

- Rings, a small tie tack, necklace and a classic business style wristwatch are permitted.
 - Necklaces and bracelets are professional if there is one of each and not flashy with large charms hanging from them. Both should not have offensive, gang related, drug related symbols or reference to them.
 - Jewelry may not be worn in any visible body piercing. (this includes but not limited to ear piercing)
 - Only one ring on each hand is permitted, with the exception of a wedding set. A ring may be worn on any finger except the thumbs.

LOCATIONS FOR PROFESSIONAL ATTIRE

- There are many locations that you can get great professional attire, for a nice low price, some examples are; Sears, Target, Lands' End, Walmart, and K-Mart. Also wearing D & B Logo shirts, polo, or jackets are allowed.

EXAMPLES OF WHAT NOT TO WEAR

- Here are a few of examples that are not correct or professional.



A

B



C

Figure A: She has a low tank top that shows too much skin, short brightly pattern skirt, her tattoo is showing, large necklace, and high heels open toe shoes.

Figure B: Brightly pattern pants, sleeveless shirt and jacket, and open toe high heels.

Figure C: Sleeveless tank top, brightly pattern shorts, sandals, tattoos are showing, and hair is not trimmed properly



D

Figure D: Ripped and baggy jeans, slip on shoes, wearing a bracelet that is not an id bracelet, and wearing a large logo fitted shirt.

SMOKING POLICY

(Copied straight from the Employment Policies for D & B Tile Distributors, which is currently on page 9)

The Company is subject to state statutes regarding smoking in the workplace. Accordingly, you are asked to refrain from smoking except in the outside-designated “smoking” areas. Since even the non-air-conditioned areas of the warehouse(s) may be considered “workplace” area(s) under Florida law, smoking in the warehouse(s) is not allowed. This is also where customers may be present when picking up orders. Smoking will only be allowed outside the buildings. Further more, employees who smoke are not entitled to any specific or special smoking breaks.



